

## Spring 2021 Course Registration Information

provost@slu.edu

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Dear Saint Louis University community,

First, I want to commend our entire community for helping us reach this point in the semester. Unlike many universities, we have been able to largely contain the spread of COVID-19 on our campus, and that's due to the diligence each of you has displayed in wearing masks and social distancing.

As we look toward the spring 2021 semester, our public health and medical experts have advised us to plan for a similar situation as the current semester. In the coming days, we will be sharing an updated academic calendar for the spring, including possible changes to the start date, spring and Easter breaks, and the end of the term.

Today, I am sharing some guidance for course registration and how it will look different from the current semester. Unlike this fall, we will forego surveys for faculty and students, and handle spring course setup and registration through the standard processes.

As we did for fall semester, faculty will have the choice as to the instructional modality by which they intend to teach their spring courses. And students have the choice as to how they wish to receive that instruction. For staff, working from home will continue to be the preferred approach to fulfilling job responsibilities. Of course, SLUCare and other essential personnel are exceptions.

And once again, faculty and staff who are 65 or older, and faculty, staff and students who are immuno-compromised, have an underlying condition or comorbidity, or live with someone who is at higher risk are encouraged to work or study remotely — and not be on campus at all. We also will accommodate those who anticipate child care challenges during spring semester.

Please read on for information applicable to faculty, students, and staff.

### **Faculty: Course setup**

Recently, the Registrar's office shared guidance for departments to set up course schedules in CourseLeaf. This guidance includes instructions on setting up courses as being fully online (either synchronous or asynchronous), needing an A-B meeting day format, or being held in person (in-person flex, or in-person only). If you need that information, please contact the Office of the University Registrar at [slu-classrooms@slu.edu](mailto:slu-classrooms@slu.edu).

Course schedules are due Friday, Oct. 16. Book orders are also due to the bookstore by Oct. 16.

**IMPORTANT:** It is imperative that estimates of course sizes be as accurate as possible to allow the Registrar's office to place course sections in rooms that will continue to have social distancing capacities. Meeting deadlines for course setup and registration is dually important.

The Reinert Center continues to offer a variety of resources (webinars, open discussions, individual consultations, tips sheets, observations, and more) to support all instructors at the University as we navigate teaching in this multi-format, fluctuating context. Resources on their website can be found at <https://slu.edu/ctl/resources>; the [Instructional Continuity page](#) is particularly useful. To schedule a confidential teaching consultation, please fill out [this form](#). For additional questions, email [ctl@slu.edu](mailto:ctl@slu.edu).

### **Students: Course registration**

[Course registration](#) opens on Monday, Nov. 2 in [mySLU](#) -> Tools -> Self-Service Banner, and continues in a staggered format throughout November. While registering for courses, students will be able to view the following course attributes:

- Modality (in-person flex, in-person only, A-B day, or online)
- Campus (north or south campus, or internet-based/online)
- Course capacity (total seats, and number of seats remaining)
- Faculty instructor(s)
- Other details (e.g. credit hours, meeting times, etc.)

By having the above details visible at the time of registration, students who have a need to attend classes remotely in the spring will then be able to choose online-only sections.

**Please note:** Students should still expect to have some courses online, due to the needs of faculty members. For some labs and experiential learning that will be in-person only this spring, we still intend to offer those sections in summer 2021, for students needing them to graduate or progress. More details will be provided as we approach the end of the fall semester.

If students need any assistance or have general questions, there are [support resources](#) available through a number of offices, including: [Academic Advising](#), [International Services](#), and [Student Financial Services](#).

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I understand that many of you hoped for a return to normalcy in the spring. So did I.

Know that we will continue to monitor the progress of possible vaccines and updated guidance from federal, state and local officials. In the meantime, remember to wear a mask, keep socially distant from one another, and wash and sanitize your hands often.

We will provide more updates in the coming weeks.

Thank you and God bless,

Michael Lewis, Ph.D.  
Interim Provost